



COPY

California Emergency Management Agency

March 26, 2009

Britt Ferguson
Assistant County Executive Officer
County of Napa
1195 Third Street, Suite 310
Napa, CA 94559

Monitoring Report #M08-043

Dear Mr. Ferguson:

The California Emergency Management Agency, Monitoring and Audits Unit, Program Monitor, Mohammad Mokarram conducted a monitoring review for the purpose of monitoring the County of Napa Grant Programs. I wish to thank you and your staff for the courtesy extended to Mr. Mokarram during the review process. Enclosed, you will find the monitoring report for the following grants:

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2005-0015 #055-00000	FY05 Homeland Security Grant Program (HSGP)	10/01/04 - 10/07/08	\$432,575
2006-0071 #055-00000	FY06 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0
2007-0008 #055-00000	FY07 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0

The monitoring included a review of staffing needs, operational practices, source documentation, activities, and data reporting requirements. In addition, the monitors examined the grant for compliance with federal financial, administrative and auditing requirements, program guidelines, and other mandates as applicable. Finally, the monitors performed a selected review of accounting records that support the amounts claimed in your reimbursement requests. Project expenditures were validated to provide reasonable assurance that expenses are related to the grant, proper records are maintained, and expenditures are properly authorized and recorded.

As a reminder, the purpose of monitoring is to assist projects in the achievement of their goals and aiding them in administering their grant funds in the most effective and efficient manner. The monitoring is used as a tool to assist the subgrantee in complying with these requirements. Your Program Representative will receive a copy of the monitoring report. Their name and phone number are identified on the face sheet of the report.

If the monitoring report does not identify any findings, a Corrective Action Plan is not required and the monitoring process is complete.

Governor Arnold Schwarzenegger • Acting Secretary Matt Bettenhausen
California Emergency Management Agency, Sacramento, California 95814
(916) 324-8908 • Fax (916) 323-9633

Y903

Monitoring Report #M08-043
Page 2

If any findings are identified in the monitoring report, you will have 120 days from the last day of the monitoring review to submit a Correction Action Plan to the Program Monitor.

Required Corrective Action Plan: YES

Submission of an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by the program staff (i.e. technical assistance).

When corresponding to our office regarding this monitoring report, please include the monitoring control number on all correspondence. Send your response to:

California Emergency Management Agency
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, California 95814

Thank you for your participation in the monitoring process. If you have any questions regarding this letter or the attached report, please feel free to contact Mohammad Mokarram 916-322-1901.

Sincerely,



Brendan Murphy
Deputy Director

Attachment

cc: Rachel Magana, Program Representative
Monitoring & Audits Unit, chron file
Grants Management Unit, grant file

Monitoring Report Response Form

TO: CalEMA
Grants Management Section
Monitoring & Audits Unit
State Capitol
Sacramento, CA 95814
Attention: Monitoring & Audit Unit

Grant Numbers: FY05-0015, FY06-0071, FY07-0008
Monitoring Control Number: M08-043
Response Due: 05/08/2009

FROM: Subgrantee: Napa County Operational Area

Required Corrective Action Plan

☐

I have reviewed the above referenced monitoring report and have submitted for your review and approval, an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff.

_____ Authorized Signature	_____ Title	_____ Date
_____ Typed Name	_____ Title	_____ Telephone Number



CALIFORNIA EMERGENCY MANAGEMENT AGENCY MONITORING NARRATIVE REPORT

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2005-0015 #055-00000	FY05 Homeland Security Grant Program (HSGP)	10/01/04 - 10/07/08	\$432,575
2006-0071 #055-00000	FY06 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0
2007-0008 #055-00000	FY07 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0

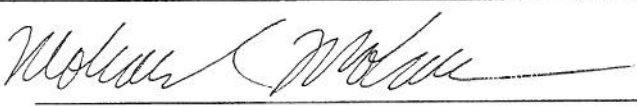
Napa County Operational Area

AUTHORIZED AGENT:	Britt Ferguson	ADDRESS:	1195 Third Street, Suite 310 Napa, CA 94559
CONTACT EMAIL:	bferguso@co.napa.ca.us		
CONTACT PHONE NUMBER:	707-253-4406		
ALTERNATE POINT OF CONTACT:	Patti DeWeese		
CONTACT EMAIL:	pdeweese@co.napa.ca.us		
PROGRAM REPRESENTATIVE:	Rachel Magana	E-mail:	rachel.magana@ohs.ca.gov
PHONE NUMBER:	916-324-9314		
PROGRAM MONITOR:	Mohammad Mokarram	E-mail:	mohammad.mokarram@ohs.ca.gov
PHONE NUMBER:	916-322-1901	DATE OF MONITORING:	January 8, 2009

PERSONS INTERVIEWED DURING MONITORING VISIT

NAME	TITLE	AGENCY
Britt Ferguson	Assistant County Executive Officer	County of Napa
Pattie DeWeese	Staff Services Analyst	County of Napa
Andrea Seiger	Auditor II	County of Napa
Steve Hackett	Safety Officer	County of Napa


Prepared by:


 Mohammad Mokarram, Program Monitor, Monitoring & Audits Unit

3/26/09

Date

Approved by:


 Brendan Murphy, Deputy Director

4/7/09

Date

Napa County Operational Area

Monitoring Report

Monitoring Report Summary	Total # of Items in Category	In Compliance	Not in Compliance	Not Monitored	Not Applicable	Total
A. Administrative Review						
Review of Audit Reports	2	1			1	2
Grant Assurances	1	1				1
Grant Approval Notification	2	2				2
Performance Reports	1	1				1
Homeland Security Strategies	1	1				1
Publication of Published Materials	1	1				1
B. Programmatic Review						
Program Goals and Objectives	2	2				2
Exercise	2	1	1			2
Training	1	1				1
Planning	1	1				1
C. Financial Management						
Accounting System	8	8				8
Distribution of Funds	1	1				1
Advance of Funds	2	2				2
Change Requests/Modifications	2	2				2
Maintenance of Records	1	1				1
D. Fiscal: Personnel Services						
Management and Administrative Services	3				3	3
Overtime/Back Fill	3	3				3
E. Fiscal: Procurement						
Responsibility	1	1				1
Methods of Procurement	4	4				4
F. Fiscal: Equipment & Property Management						
Equipment Purchases	3	3				3
Property Management & Records Keeping	2	2				2
G. Subgrantee Monitoring & Oversight						
Subrecipient single audit requirements	1				5	5
Management and Administrative Responsibility	1					0
Overtime/Backfill/CTO Responsibility	1					0
Procurement Responsibility	1					0
Equipment & Property Management Responsibility	1					0
Total	49	39	1	0	9	49

Napa County Operational Area

Monitoring Report

PROGRAM SUMMARY

Corrective Action Plan: Required.

MONITORING REPORT DETAIL

- A. Administrative Review:** Subgrantee in compliance (6 items); Not applicable for Subgrantee (1 item).
1. **Review of Audit Report:** Subgrantee in compliance (1 item); Not applicable for Subgrantee (1 item).
 - a. Audit reports submitted as required. Subgrantee in compliance (1 item).
 - b. Findings noted and corrective action plan addressed. Not applicable for Subgrantee (1 item).
 2. **Grant Assurances:** Subgrantee in compliance (1 item).
 3. **Grant Approval Notification:** Subgrantee in compliance (2 items).
 4. **Performance Reports:** Subgrantee in compliance (1 item).
 5. **Homeland Security Strategies:** Subgrantee in compliance (1 item).
 6. **Publication of Materials:** Subgrantee in compliance (1 item).
- B. Programmatic Review:** Subgrantee in compliance (5 items); subgrantee not in compliance (1 item).
1. **Program Goals & Objectives:** Subgrantee in compliance (2 items).
 2. **Exercise:** Subgrantee in compliance (1 item); Subgrantee not in compliance (1 item).
 - a. *Exercise Activities/costs allowable and applicable.* Subgrantee not in compliance (1 item).

Napa County Operational Area

Monitoring Report

Requirement: Pursuant to the FY 2002-133 State Domestic Preparedness Program, Grant Guide, p. 8, Exercise Expenditures indicates that exercise activities must be used to cover the costs of WMD (Weapons of Mass Destruction) exercises. Appendix C further defines that the exercise is to test and evaluate plans; policies, procedures and etc. to mitigate against, prepare for, respond to, and recover from the effects of WMD terrorism. The Grant Guide also specifies that any exercise activities/costs unrelated to WMD are unauthorized.

Finding #1: In review of the FY2005-0015 Project P Exercise, the monitor was not able to verify \$449.25 reimbursement for moulage and \$180.00 supplies purchased for the November 2005 exercise.

Action Required: The subgrantee must provide supporting documentation for the supplies purchased with CalEMA funds in the amount of \$629.25 for the 2005 exercise.

b. *After Action Reports submitted.* Subgrantee not in compliance (1 item).

3. **Training:** Subgrantee in compliance (1 item).

4. **Planning:** Subgrantee in compliance (1 item).

C. **Financial Management:** Subgrantee in compliance (9 items).

1. **Accounting System:** Subgrantee in compliance (9 items).

a. Financial Reporting: Subgrantee in compliance (1 item).

b. Source Documentation: Subgrantee in compliance (1 item).

c. Double Billing: Subgrantee in compliance (1 item).

d. Supplanting: Subgrantee in compliance (1 item).

e. Accounting Basis: Subgrantee in compliance (1 item).

f. Commingling of Funds: Subgrantee in compliance (1 item).

g. General Ledger Accounting Structure: Subgrantee in compliance (1 item).

h. Costs Directly Related: Subgrantee in compliance (1 item).

Napa County Operational Area

Monitoring Report

2. **Distribution of Funds:** Subgrantee in compliance (1 item).
 3. **Advance of Funds:** Subgrantee in compliance (2 items).
 4. **Change Request/Modifications:** Subgrantee in compliance (2 items).
 - a. Prior Approval: Subgrantee in compliance (1 item).
 - b. Retention: Subgrantee in compliance (1 item).
 5. **Records Maintenance:** Subgrantee in compliance (1 item).
- D. Fiscal Personnel Services:** Subgrantee in compliance (3 items); Not Applicable to Subgrantee (3 items).
1. **Management and Administrative Services:** Subgrantee in compliance (3 items); Not applicable for Subgrantee (3 items).
 - a. Allocation: Not applicable for Subgrantee (1 item).
 - b. Allowable Costs/Activities: Not applicable for Subgrantee (1 item).
 - c. Functional Timesheets: Not applicable for Subgrantee (1 item).
 2. **Overtime/Backfill and/or CTO:** Subgrantee in compliance (3 items).
- E. Fiscal Procurement:** Subgrantee in compliance (5 items).
1. **Responsibility:** Subgrantee in compliance (1 item).
 2. **Methods of Procurement:** Subgrantee in compliance (4 items).
- F. Fiscal Equipment & Property Management:** Subgrantee in compliance (5 items).
1. **Equipment Purchases:** Subgrantee in compliance (3 items).
 2. **Property and Records Keeping:** Subgrantee in compliance (2 item).
 - a. Inventory Control: Subgrantee in compliance (1 item).

Napa County Operational Area

Monitoring Report

b. Property Management: Subgrantee in compliance (1 item).

G. Subgrantee Monitoring & Oversight: Not applicable for Subgrantee (5 items).



COPY

California Emergency Management Agency

April 30, 2009

Britt Ferguson
Assistant County Executive Officer
County of Napa
1195 Third Street, Suite 310
Napa, CA 94559

Subject: Corrective Action Plan for Monitoring Narrative Report #M08-043

Dear Mr. Ferguson:

As you are aware, the California Emergency Management Agency (CalEMA) is responsible for monitoring subgrantees to ensure that all administrative, programmatic and financial responsibilities are fulfilled and in accordance with the individual grant guides and applicable rules and regulations.

We have completed our review of your submitted corrective action plan for fiscal year FY05-0015, FY06-0071, FY07-0008 grant programs. We have concluded that you have implemented appropriate corrective action as prescribed in the Monitoring Narrative Report #M08-043. CalEMA is particularly interested in your Operational Area due to the complexity of the issues found during review, the size and responsibility of the Operational Area, and the large amount of grant funds awarded. No further action on your part is required; however, CalEMA reserves the right to conduct an inspection of equipment funded with CalEMA grants.

Sincerely,

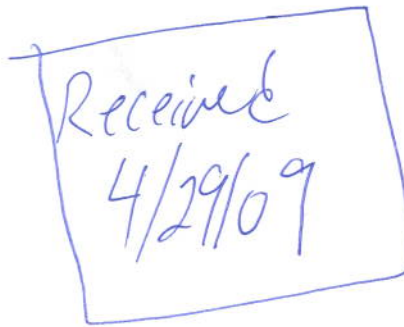
A handwritten signature in blue ink, appearing to read 'B. Murphy'.

Brendan Murphy
Deputy Director

cc: Rachel Magana, Program Representative
Monitoring and Audits Unit, Chron File
Grants Management Unit, Chron File



A Tradition of Stewardship
A Commitment to Service



County Executive Office

1195 Third St.
Suite 310
Napa, CA 94559
www.co.napa.ca.us

Main: (707) 253-4421
Fax: (707) 253-4176

Nancy Watt
County Executive Officer

April 23, 2009

California Emergency Management Agency
Grants Administrative Section
Monitoring & Audits Unit
State Capitol
Sacramento, CA 95814

Re: Monitoring Report #M08-043
Napa County HSGP #2005-0015

Enclosed please find the following items related to Monitoring Report #M08-043:

1. Monitoring Report Response Form executed by the Napa County Assistant County Executive Officer.
2. Corrective Action Plan.
3. Copies of backup documentation in support of exercise expenses noted in Finding #1 in the amounts of \$449.25 and \$180.00.

Please review and provide a letter of acceptance if the Corrective Action Plan satisfies the requirements of the finding noted in the monitoring report.

Thank you.

Sincerely,


Britt Ferguson
Assistant County Executive Officer

BF:pd
Attmts.

cc: Andrea Seiger, Napa Co. Auditor's Office

Monitoring Report Response Form

TO: CalEMA
Grants Management Section
Monitoring & Audits Unit
State Capitol
Sacramento, CA 95814
Attention: Monitoring & Audit Unit

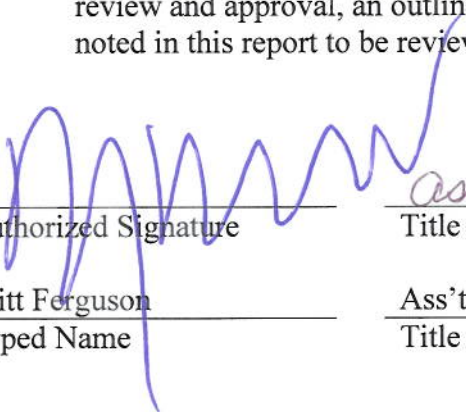
Grant Numbers: FY05-0015, FY06-0071, FY07-0008
Monitoring Control Number: M08-043
Response Due: 05/08/2009

FROM: Subgrantee: Napa County Operational Area

Required Corrective Action Plan

☒

I have reviewed the above referenced monitoring report and have submitted for your review and approval, an outlined Corrective Action Plan that addresses the findings noted in this report to be reviewed and approved by OHS program staff.

 Authorized Signature	Ass't. Co. Exec. Officer Title	4-23-09 Date
Britt Ferguson Typed Name	Ass't. County Exec. Officer Title	707-253-4421 Telephone Number

**NAPA COUNTY OPERATIONAL AREA
HOMELAND SECURITY GRANT MONITORING
REPORT #M08-043
CORRECTIVE ACTION PLAN**

Introduction: On January 8, 2009, the State Office of Homeland Security conducted a monitoring visit covering the FY05 Homeland Security Grant allocated to Napa County as sub-grantee as detailed below:

GRANT/FIPS NUMBER	PROGRAM NAME	PERIOD MONITORED	MONITORED AMOUNT
2005-0015 #055-00000	FY05 Homeland Security Grant Program (HSGP)	10/01/04 - 10/07/08	\$432,575
2006-0071 #055-00000	FY06 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0
2007-0008 #055-00000	FY07 Homeland Security Grant Program (HSGP)	07/01/06 - 06/30/08	0

The resulting Monitoring Report #M08-043 contained one finding where the County was not in compliance which is being addressed in this Corrective Action Plan.

B. Programmatic Review:

2. Exercise: one finding

- a. *Exercise Activities/costs allowable and applicable. Subgrantee not in compliance (1 item)***

Requirement: Pursuant to the FY 2002-133 State Domestic Preparedness Program, Grant Guide, p. 8, Exercise Expenditures indicates that exercise activities must be used to cover the costs of WMD (Weapons of Mass Destruction) exercises. Appendix C further defines that the exercise is to test and evaluate plans; policies, procedures and etc. to mitigate against, prepare for, respond to, and recover from the effects of WMD terrorism. The Grant Guide also specifies that any exercise activities/costs unrelated to WMD are unauthorized.

Finding #1: In review of the FY2005-0015 Project P Exercise, the monitor was not able to verify \$449.25 reimbursement for moulage and \$180.00 supplies purchased for the November 2005 exercise.

Action Required: The subgrantee must provide supporting documentation for the supplies purchased with CalEMA funds in the amount of \$629.25 for the 2005 exercise.

Napa County Corrective Action for 2(a): Concur.

Napa County made a diligent effort to provide the expense documentation as required prior to the monitoring visit and during the subsequent 30 day period as allowed. At that time we were unable to locate the supporting documentation as reported in our letter of February 3, 2009 to Mohammad Mokarram.

Corrective Action Plan
Monitoring Report #M08-043
April 21, 2009

This documentation has now been located and copies supporting the expenses are attached to this response.

Additionally, the County Executive Office has reviewed its procedures for maintaining all claim documentation. In the future staff will maintain such records in a designated central location. This will greatly decrease the possibility of records being misplaced during staff changes or office relocations as happened in the instance of the above-referenced expense claim.



Voucher Detail Report By Operator ID

Report ID: APY901N

11/15/2005
11/15/2005
SVATTUON
NAPA

Report Run Date
Entered On
Operator ID
Business Unit

Voucher ID	Invoice ID	Vendor ID	Vendor Name	Account	Fund	Department	Program	Class	Budget Dt	Line Amount	Sales Tax	Uses Tax	Freight	Header Amt	Schedule Pay Dt
00517793	11	10467	ARNOLD, KEN-002	52243200	1000	29300		52	11/15/2005	449.25	0.00	0.00	0.00	449.25	11/15/2005
00517812	1100	8161	AT&T-001	52070000	1000	29300		52	11/15/2005	52.98				52.98	11/15/2005

Total Use Tax Entered	0.00	Total Vouchers Entered	2
Total Sales Tax Entered	0.00	Total Header Amount Entered	502.23
Total Freight Entered	0.00		
Total Line Amount Entered	502.23		

I CERTIFY THAT THE ABOVE AMOUNTS ARE CORRECT
AND ALLOWED AND PAYABLE.

BY:

[Signature]

DATE:

11/15/05

EXT:

4580

KENNETH L. ARNOLD



2690 WIMBLEDON ST.
NAPA, CA 94558

November 8, 2005

To: Napa County OES

From: Ken Arnold
2690 Wimbledon St.
Napa, CA 94558

RE: Moulage Supplies – County Wide Disaster Exercise 11/17

11/1/05	Spirit Halloween Superstore	146.61
11/1/05	FX Warehouse	250.44
11/3/05	Longs Drugs	52.20
Total		449.25

HSGP 2005-15
SHSP Proj. P - Field Exch.
Acct. # 52243200

Pd: 11-15-05
Voucher # 00517793


Kenneth L. Arnold

11/8/05
Date

27300
52243200
Proj #18 (P)
Exercise
FY05 HSGP

LONGS DRUGS

TRANCAS STREET, NAPA



1044 10 0071 14 002

VOLCAS TRAVEL DRYR 11	10.99
PAM COOKING SPRAY 1	2.99
ANDREA FACE Q'S PD 11	5.99
LONGS MAKEUP WDGES 11	1.00
LONGS MAKEUP WDGES 11	1.00
LONGS BARBER SHEAR 11	8.99
LONGS DLX TWZ SLNT 11	2.11
LONGS CUTCLE SCSSR 11	8.99
SUBTOTAL	48.62

7.75% TAX 3.58
TOTAL 52.20

DEBIT 52.20 CHANGE 00

LONGS DRUGS

1558 TRANCAS STREET
NAPA CA 94558

XXXXXXXXXXXX7019 03/2007 PAD

PURCHASE FROM PRIMARY

11/03/2005 09:52

SEQ#: 2892

AUTH: 020570

DB

RESP: 00

00 APPROVED

AMOUNT: \$ 52.20

0214 002 00001044 71

THANK YOU FOR SHOPPING AT LONGS

Live healthy. Live happy. Live Longs.

OPEN 24 HOURS



(11) NOVEMBER 3, 2005

9:52 AM

Spirit Halloween Superstores
Fairfield - Texas St. #06501
1440 W. Texas Street
Fairfield, CA 94533
(707) 422-1066

SALE 06501 03 4494 11/01/05
2.235 321 10:21 AM

Hi, my name is KAMALJIT.

00615583 RB MU PALETTEFX	6.99
PROMO 50% OFF	3.50-
00593103 RB MAKEUP CRNVL	3.99
PROMO 50% OFF	2.00-
00593103 RB MAKEUP CRNVL	3.99
PROMO 50% OFF	2.00-
00593103 RB MAKEUP CRNVL	3.99
PROMO 50% OFF	2.00-
00111484 FW BLOOD GL 1	3.99
PROMO 50% OFF	2.00-
00150722 PM SKIN TEAR BG	5.99
PROMO 50% OFF	3.00-
00150706 PM CUTS MEDIUM	6.99
PROMO 50% OFF	3.50-
00142588 RB SPIRIT GM/RM	23.96
4 @ 5.99	
PROMO 50% OFF	12.00-
00111476 CS BLOOD GEL	3.99
PROMO 50% OFF	2.00-
00111476 CS BLOOD GEL	3.99
PROMO 50% OFF	2.00-
00111484 FW BLOOD GL 1	3.99
PROMO 50% OFF	2.00-
00111484 FW BLOOD GL 1	3.99
PROMO 50% OFF	2.00-
00667584 FW LIQUID LATEX	2.99
PROMO 50% OFF	1.50-
00667584 FW LIQUID LATEX	2.99
PROMO 50% OFF	1.50-
00667584 FW LIQUID LATEX	2.99
PROMO 50% OFF	1.50-
00150839 PM TARGET PRACT	3.99
PROMO 50% OFF	2.00-
00150722 PM SKIN TEAR BG	5.99
PROMO 50% OFF	3.00-
00111484 FW BLOOD GL 1	3.99
PROMO 50% OFF	2.00-
00667584 FW LIQUID LATEX	2.99
PROMO 50% OFF	1.50-
00150839 PM TARGET PRACT	3.99
PROMO 50% OFF	2.00-
00150839 PM TARGET PRACT	3.99
PROMO 50% OFF	2.00-
00150839 PM TARGET PRACT	3.99

00150698 PM CUTS SMALL			5.99
PROMO	50%	OFF	3.00-
00150706 PM CUTS MEDIUM			6.99
PROMO	50%	OFF	3.50-
00150706 PM CUTS MEDIUM			6.99
PROMO	50%	OFF	3.50-
00150706 PM CUTS MEDIUM			6.99
PROMO	50%	OFF	3.50-
00150706 PM CUTS MEDIUM			6.99
PROMO	50%	OFF	3.50-
00175190 CS SLIT THROAT			11.99
PROMO	50%	OFF	6.00-
00667584 FW LIQUID LATEX			2.99
PROMO	50%	OFF	1.50-
00111484 FW BLOOD GL 1			3.99
PROMO	50%	OFF	2.00-
00111484 FW BLOOD GL 1			3.99
PROMO	50%	OFF	2.00-
00150706 PM CUTS MEDIUM			6.99
PROMO	50%	OFF	3.50-
00174813 CS .38 EXIT			5.99
PROMO	50%	OFF	3.00-
00174813 CS .38 EXIT			5.99
PROMO	50%	OFF	3.00-
00174805 CS BLOODY BOLT			9.99
PROMO	50%	OFF	5.00-
00174771 CS IMPAILED			8.99
PROMO	50%	OFF	4.50-
00174946 CS BROKEN BONE			9.99
PROMO	50%	OFF	5.00-
00175190 CS SLIT THROAT			11.99
PROMO	50%	OFF	6.00-
00175190 CS SLIT THROAT			11.99
PROMO	50%	OFF	6.00-
00175190 CS SLIT THROAT			11.99
PROMO	50%	OFF	6.00-
00175190 CS SLIT THROAT			11.99
PROMO	50%	OFF	6.00-
SUBTOTAL			\$136.54
136.54	CA TAX	7.375%	10.07
TOTAL			\$146.61
MASTERCARD			146.61

*****3319

ARNOLD/KENNETH L

EXP DATE **/**

AUTH# 628808

TODAY YOU SAVED \$137.00

PV#4494

Thank You For Shopping
Spirit Halloween Superstores

All Sales Final - No Refunds
Exchanges Accepted Thru 10/17
Visit Internet www.SpiritHalloween.com

Ken Arnold

From: orders@fxwarehouseinc.com
Sent: Tuesday, November 01, 2005 2:36 PM
To: Ken Arnold
Subject: Your FX Warehouse Catalog Order

Thank you for your order.
If you have any questions, please see our store information page on our website for e-mail addresses and phone numbers.

FX Warehouse Inc.
www.fxwarehouseinc.com

Order Number: 6374
Placed : 11/01/2005 at 14:36:26 PST

Ship To:	Bill To:
Kenneth Arnold	Kenneth Arnold
karnold@napavalley.edu	karnold@napavalley.edu
(707) 253-3331 PST	(707) 253-3331 PST

Napa Valley College Police Department	Napa Valley College Police Department
2277 Napa-Vallejo Highway	2277 Napa-Vallejo Highway
Napa, CA 94558	Napa, CA 94558
US	US

Code	Name	Quantity	Price/Ea.
Total			

CK3	Cuts & Bruises Color Wheel	1	\$9.00
\$9.00			
1304	Bruise Kit (Kryolan) - 6 color kit	1	\$7.20
\$7.20			
TS1	Fresh Scab - 1 oz.	2	\$5.50
\$11.00			
2543	Liquid Latex Clear Latex 8 oz.	1	\$9.20
\$9.20			
SB8	Stage Blood - 32 oz.	3	\$16.00
\$48.00			
1307	6 Color Burn & Injury Wheel	1	\$7.20
\$7.20			
WO145	Scar Set #1 - 3 Cuts Prosthetics	3	\$10.00
\$30.00			
WO207	Small Metal Attack Prosthetics	2	\$9.50
\$19.00			
WO163	Broken Bone Appliance	6	\$7.00
\$42.00			
2777P	Cut & Wound Mold #1 Plaster Make Your Own Quick	1	\$12.00
\$12.00			
4XKSh	4 Color Shading Wheel	1	\$20.00
\$20.00			
CPFC	4 Color Flesh Shinto Wheel #CPF-C	1	\$20.00
\$20.00			
			Sales Tax:
\$0.00			
			Shipping: UPS Ground:
\$15.84			

559 N13XT 07872

\$250.44

Total:



Voucher Detail Report By Operator ID

Report ID: APY901N

Report Run Date 12/7/2005
Entered On 12/7/2005
Operator ID SVATTUON
Business Unit NAPA

Voucher ID	Invoice ID	Vendor ID	Vendor Name	Account	Fund	Department	Program	Class	Budget Dt	Line Amount	Sales Tax	Uses Tax	Freight	Header Amt	Schedule Pay Dt
00521154	15-2	29511	OHAIRE,NEA-002	52243200	1000	29300		52	12/7/2005	119.02	0.00	0.00	0.00	119.02	12/7/2005
00521160	12	6133	CITY-NAPA-002	52243200	1000	29300		52	12/7/2005	1,905.78				1,905.78	12/7/2005
00521166	2158	5136	NAPASTATEH-001	52243200	1000	29300		52	12/7/2005	106.60				106.60	12/7/2005
00521171	2	398	LOMBARDI,S-001	52243200	1000	29300		52	12/7/2005	180.00				180.00	12/7/2005
00521181	11	8161	AT&T-001	52070000	1000	29300		52	12/7/2005	91.87				91.87	12/7/2005
00521192	12	2817	AMCYN-FIRE-002	52243200	1000	29300		52	12/7/2005	534.20				534.20	12/7/2005

Total Use Tax Entered 0.00
Total Sales Tax Entered 0.00
Total Freight Entered 0.00
Total Line Amount Entered 2,937.47

Total Vouchers Entered 6

Total Header Amount Entered 2,937.47

I CERTIFY THAT THE ABOVE AMOUNTS ARE CORRECT
AND ALLOWED AND PAYABLE.

BY:

Barbara W.

DATE:

12/7/05

EXT:

4580

VENDOR # 398
Steven Lombardi

REIMBURSE for coffee for full scale exercise at Airport
11/17/05
Amount Due to Steven Lombardi: \$180.00
BUDGET 29300 - Homeland Security Grant

I certify that the above items are correct.

By: On receipt
Neal O'Haire

Approved by: BWF / MW
Britt Ferguson
Assistant County Executive Officer

Two 5 Gallon Drip Coffeemakers and coffee

\$180.00

HSGP 2005-15
SHSP - Proj. P
Field Ex.

Acct 52243200

Paid 12-7-05
Voucher #
00521171

Fall 2004
expense

OK *Thub*

Steve Lombardi

Napa SD

reimburse

Vendor # 398

** STARBUCKS COFFEE COMPANY **

SUSCOL AT HWY 121 #05361
NAPA CA94559

1 5 GALLON DRIP	90.00
1 5 GALLON DRIP	90.00
SUBTOTAL	180.00
TOTAL	180.00
VISA	180.00
CARD#: XXXXXXXXXXXX4897	
CHANGE DUE	0.00

05361 0202 699985 001304596E
11/17/05 06:33

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But our people make us famous.
Discover a career with us.
www.starbucks.com/careers

1000/29300/52243200

Proj 18